

## **Contact Details**

Address: Early Years Base  
Nene School  
Norwich Road  
Wisbech  
Cambs  
PE13 2AP

Key Stage 1 & 2 Base  
Ramnoth School  
Ramnoth Road  
Wisbech  
Cambs  
PE13 2JB

Telephone: 01945 583907

01945 583690

Email: [office@nenerjs.org](mailto:office@nenerjs.org)

## **School Staff**

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### **Senior Leadership Team**



Mr J Ayton: Executive Principal



Mrs S Miller:  
Head of Schools



Mrs S Kirby  
Vice Principal



Miss T Fenn  
Vice Principal



Mrs D Parfitt  
Nursery Manager

### **Nene Teachers:**

Mrs S Sheppard  
Mrs N Homden  
Miss E Clayton  
Mrs S Bourne  
Miss N Cowgill  
Miss L Barber  
Mrs N Ziwu  
Mrs B Francis  
Mrs K Barnes

### **Ramnoth Teachers:**

Mrs J Wood  
Miss S Ahmad  
Miss C Beavis  
Mrs F Ward  
Mrs E Roberts  
Mrs Moment  
Mrs K Morley  
Mr R Mannell  
Mr L Painter  
Mrs L Rawlings  
Miss E Newman  
Ms L Nederpel  
Mrs S Whatling  
Mr W Medlock

A full staff list can be found on our website: [www.neneandramnothschool.co.uk](http://www.neneandramnothschool.co.uk)

## Where To Find Nene and Ramnoth Schools



The area of Wisbech enclosed in the west by the east side of Churchill Road and Elm High Road;  
in the south and east by the Norfolk border;  
in the north Lynn Road odd numbers to 96, to the junction of Clarkson Avenue, Clarkson Avenue, Staithe Road and Stow Road numbers 81 and upwards.

## Opening Hours

Nursery hours:	8.00am – 6.00pm	Open for 48 weeks a year
School hours:	Early Years Base: (Nene)	Gates open 8.45am Doors open at 8.50am School finishes at 3.00pm
	Key Stage 1&2 Base: (Ramnoth)	Gates open 8.45am Doors open at 8.50am School finishes at 3.15pm

*\* Due to the current Covid19 situation there may be slight changes to the start and end times we usually have. Any changes will be sent out in letters in the future.*

## Classification

The school is part of The Elliot Foundation Academy Trust. Support for the school is received from the address below:

The Elliot Foundation Academy Trust  
144 York Way  
London  
N1 0AX  
  
020 7278 7131

## Term Dates 2021-2022

### **Autumn Term**

1st September 2021	Training Day
2nd September 2021	Autumn Term Opens
25th-29th October	Half Term
1st November 2021	Training Day
17th December 2021	Autumn Term Closes

### **Summer Term**

19th April 2022	Training Day
20th April 2022	Summer Term Opens
30th May-3rd June	Half Term
21st July 2022	Summer Term Closes
22nd July 2022	Closure Day

### **Spring Term**

4th January 2022	Closure Day
5th January 2022	Spring Term Opens
14th-18th February	Half Term
1st March 2022	Spring Term Closes

## **Eligibility**

Children will be admitted into main school in the September following their fourth birthday.

## **Admissions Criteria**

Our full admissions criteria can be found on our website under the 'Parents' tab. Please go to [www.neneandramnothschool.co.uk](http://www.neneandramnothschool.co.uk)

## **Next Steps**

When your child is in Little Owls Nursery you must apply for a place in Reception.

When your child is in Year 2 you must apply for a place in Year 3.

When your child is in Year 6 you must apply for a place at a secondary school.

***A letter will be sent via school with instructions on how to apply for a place.*** If you have any worries or queries, please see the office staff who will also help you to complete and return the forms if you wish.

## **School Site Safety**

**Dogs:** In the interests of both health and safety, dogs are not permitted on the school grounds, unless they are registered guide dogs.

**Smoking:** Nene and Ramnoth Schools are no smoking sites. This includes the use of vaporisers.

**Parking:** Parents and carers are asked to park safely outside of the school avoiding all '**NO PARKING**' zones including residential driveways. We thank you for your consideration and support with this matter.

## **Attendance and Punctuality**

Please inform the school by phone, each morning that your child is ill or absent for any reason. Government guidelines require schools to record lateness and absence. If we are not aware of the reason for a child's absence we will contact you by phone. If we still cannot get in touch with you we will conduct a home visit, where our Attendance Officers will visit your home to see why your child is not at school. Please only make doctor/dental appointments in school time if it is an emergency.

***Proof of any appointments will need to be shown to the office staff.***

- The school day starts at 8.50am and registers close at 9.00am.
- Your child will be marked as '*late*' if they arrive after 9.00am but before 9.15am.  
***All late arrivals will need to be signed in by an adult.***
- Your child will be marked as an '*unauthorised absence*' if they arrive after 9.15am.

***There may be slight differences in this for September 2020 due to the return of school after Covid 19 closure which means the day times have been staggered in accordance with The Elliot Foundation advice.***

Your child is expected to be at school unless they are too ill. Absence for any other reason may be recorded as 'unauthorised'. A request must be made if you believe you have an **exceptional** reason for your child's absence. The Executive Principal will decide whether or not to authorise the absence.

Cases of persistent lateness, unauthorised absence or attendance rates of **less than 95%** will be investigated by the Education Welfare Officer and Executive Principal. This could lead to legal proceedings.

You are strongly urged to avoid booking holidays or visits overseas during term time as this can now incur a fine from the Local Authority. Fines have been introduced to prevent families from taking their children out of school unnecessarily. 3 or more days absence means you could be fined £60 per child per parent. The amount doubles if you are late paying; court action could result if you do not pay the charge. This is a Government initiative and schools do not benefit from any fines levied by the Local Authority. **Holidays or leave of absence will not be granted in term time unless there are exceptional circumstances.**

### **Child Protection**

The Government **requires** the Executive Principal and school staff to report any obvious or suspected case of child abuse - which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This procedure is intended to protect children at risk and schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. This does mean that a senior leader may risk upsetting some parents by reporting a case to the Local Authority which, on investigation, proves unfounded. In such circumstances, it is hoped that parents, appreciating how difficult it is for the senior leader to carry out this delicate responsibility, would accept that they were **acting in the child's best interest**.

### **Inclusion**

#### **Provision for Special Educational Needs and Disability.**

Our school aims to be an inclusive school. We hope to make all children feel welcome so they happily look forward to their school day. Every child is different and we view differences as an opportunity for adults and children alike to learn more about themselves.

Our aims:

- For all children to have access to all aspects of school life, as far as is reasonable and practical.
- To prevent any pupils in our school being placed at a sustainable disadvantage.
- To take all reasonable steps to ensure that children with a disability are not treated differently without lawful justification.
- To make all reasonable adjustments for disabled pupils in order for them to succeed and participate fully in school life.

We follow the Local Authority Guidelines for identifying and assessing children with special educational needs. We always talk to parents and seek permission from them before a child is discussed with any outside agencies. Parents are kept informed at all stages and of all strategies used.

Our Special Needs and Disability Co-ordinator is Mrs Kath O'Shea.

### **Pupil Premium**

The pupil premium was introduced in April 2011 and is allocated to schools to work with pupils who have been registered for free school meals at any point in the last six years (known as 'Ever 6 FSM'). Schools also receive funding for children who have been looked after continuously for more than six months and children of service personnel.

Schools must spend the grant for the educational benefit of their eligible pupils to boost progress as reflected in English and Maths results, but it is for the school to determine how it is spent. It is intended to be used to help narrow the achievement gap. At Nene and Ramnoth School, we strive to ensure all pupils achieve their potential.

We have identified how best to use this income to address inequalities, raise attainment and support these children. These are outlined in the pupil premium strategies which can be found on the school website under the parent tab.

## **Health Issues**

### **Medicines in School**

The Elliot Foundation, Cambridgeshire Local Authority and our school policy states that we can only administer prescribed medicine which needs to be taken 4 times a day. This is stored in the office and parents are required to sign to authorise school staff to administer the medicine.

### **Parent Contact Details and Emergencies**

It is sometimes necessary to contact a parent urgently during school hours and we ask that we have details for 3 contacts. Please let us know as soon as you can if you change any of your contact information, such as your address, place of work or telephone number etc. The school has an emergency procedure which is followed in the case of accidents when the parent is not available. This procedure can be viewed on request. Parents will be informed if a child bumps their head.

### **Sun Protection**

We ask that parents ensure children have a sun hat in school during the summer term and high factor, once a day sun cream is applied before school as staff are not permitted to administer this.

In order that drinking water is always accessible, children will be supplied with a personal water bottle at the beginning of their Reception year which they should bring to school every day. Subsequent bottles can be purchased from the school office priced £1.50.

### **Breakfast Club at the Ramnoth Base**

We offer a Breakfast Club starting at 7.45am. Last breakfast is served at 8.15am and costs £2.00 per day, payable in advance through ParentPay. At the end of Breakfast Club, the children are taken to their class by members of our staff. For more details, see the leaflet which is in the admission pack.

### **Equal Opportunities**

All children, regardless of race and gender, are offered equal access to all learning opportunities and to all aspects of school life, including those with special needs. Advice is sought and support provided as appropriate to meet individual needs.

### **Racial Equality**

Good relations between different races and cultural groups within the school and the wider community are positively promoted. It is ensured that an inclusive ethos is established and maintained.

## **School Behaviour System**

“Caring and mutual respect” in its many aspects are qualities we promote through the school ethos and values. The staff work together to guide children towards acceptable standards of behaviour in their relationships with each other and adults. This helps to sustain a purposeful and pleasant atmosphere which helps the school achieve. We set high expectations of behaviour for all children, staff and parents.

Every pupil has an entitlement to learn without being distracted by the inappropriate behaviour of others. Every pupil in our school is valued and we strive to develop the full potential of every individual with regard to race, religion, class and gender.

Self-discipline is encouraged from your child’s entry into school and we give positive reasons for restrictions which we do need to impose. The children are expected to show respect for each other and all adults in school and are encouraged to reflect.

Across the schools we use the same consistent behaviour system: The Rainbow Chart.



We believe everyday is a fresh positive start; therefore children start on green at the beginning of each day. The Rainbow Chart allows staff to recognise and reward positive behaviour choices and effort shown by children by moving them through bronze, silver and gold. Each stage has its own reward. The chart also allows staff to visually prompt children to consider their behaviour choices by moving their picture or name to blue. If the child continues the behaviour or increases their negative choices will move to yellow (loss of own time to catch up), orange (removal from class to a progress lead) and ultimately red (removal from class to discuss behaviour with a member of the Senior Leadership Team).

If your child is placed on orange or red, you will be informed by the relevant member of staff. Equally, if they are on bronze, silver or gold, it will be shared by the class teacher.

At Nene and Ramnoth Schools we reject all forms of bullying and we are committed to maintaining our “Bully Free” school. We feel that all children should be able to enjoy a secure and welcoming environment in which they are able to talk and be listened to. They are regularly reminded of what to do and who to talk to if bullying occurs, and can be assured that all incidents of bullying will be dealt with. Our anti-bullying policy may be viewed on request. The behaviour policy can be found on our website under the ‘Parents’ tab, then ‘School Policies’.

## **Pastoral Care**

We teach a fully comprehensive Personal, Social, Health and Economic Education (PSHE) across all ages and recognise its importance in supporting children’s wellbeing and personal development. All staff take responsibility for the day to day wellbeing of the children in their care. If parents are at any time worried about any aspect of school life, or have particular problems to discuss, the class teacher is the first person they should talk to. It may sometimes be necessary to make an appointment.

## **Personal, Social, Health and Economic Education (PSHE)**

At Nene and Ramnoth School, we aim to provide a happy and secure environment in which children can develop intellectually, emotionally, socially and physically. PSHE helps give children the knowledge, skills and understanding they need to lead confident, healthy and independent lives and to become informed, active and responsible citizens.

It encourages children to develop their emotional intelligence, build their knowledge of factors contributing to a healthy lifestyle and develop respectful relationships with others. We follow the Cambridgeshire PSHE Service units of work and have regular whole school assemblies to introduce themes and celebrate work.

Lessons cover a wide range of themes, such as personal safety, building friendships, diversity and communities and rights, responsibilities and rules. We also have regular 'theme' weeks such as learning about safety on the internet, safer cycling training in Year 5 and national anti-bullying week. We use materials from the NSPCC to help young children learn about keeping safe from abuse, and the NSPCC's Child Line team visit to work with the children across the whole school. Relationships and Sex Education (RSE) is an integral part of our PSHE curriculum. This is taught within the context of PSHE lessons. Information about the contents of RSE lessons is shared with parents through year group newsletters before it is taught.

Teaching children about mental health and emotional wellbeing is vital. We promote pupils wellbeing through an understanding of their own and others' emotions and the development of healthy coping strategies. It also contributes to safeguarding, providing pupils with knowledge, understanding and strategies to keep themselves healthy and safe, as well as equipping them to support others who are facing challenges. Finally, talking openly about mental health issues is an effective means of breaking down any associated stigma.

### **Social, Moral, Spiritual and Cultural Development (SMSC)**

At Nene and Ramnoth Schools, we recognise that the personal development of pupils, spiritually, morally, socially and culturally plays a significant part in their ability to learn and achieve. We aim to provide our children with opportunities to explore and develop their own values and beliefs, spiritual awareness, high standards of personal behaviour, a positive caring attitude towards other people, an understanding of their social and cultural traditions and an appreciation of the diversity and richness of other cultures. This is embedded throughout all aspects of school life including through lessons, themed weeks, assemblies and visitors.

As a school we also promote the five fundamental British Values:

- Democracy
- The Rule of Law
- Individual Liberty
- Mutual Respect
- Tolerance of those with Different faiths and Beliefs.

As a community we actively challenge opinions or behaviours that are contrary to the fundamental British Values.

### **Arrival and Collection from School**

School can not be responsible for children who arrive earlier than 8.45am and parents are therefore asked to ensure that children do not arrive at school before that time. This of course, does not apply to children who travel to school on transport provided by the Local Authority.

After the children have become accustomed to the school routine, parents are asked to encourage them to come into classrooms by themselves. At the end of the day, the children will be escorted to the door by a staff member. Sometimes you may have reason to change your child's normal routine. Whatever the change or request may be, please notify the school, preferably in writing, to avoid any confusion on our part and distress for your child. Please tell us if someone else will be collecting your child.

If an adult comes to collect your child who is not known to the school, we will not let your child go with them until we have spoken to you. The child's word alone will not be accepted.

## **Classes**

Nene and Ramnoth School has a Nursery (Little Owls) and three Reception classes in the Early Years Foundation Stage, based at the Nene site.

Year 1-Year 6 (Key Stages 1 and 2) also consist of three classes per year group, based at the Ramnoth site.

The work undertaken may be organised in a variety of ways which result in a mixture of individual, group, class and whole year teaching. Our organisation is thoughtfully planned to ensure that children are grouped appropriately for each task. Our teachers work closely together with joint planning and assessment time so that the children have quality of provision across the year groups and Key Stages.

## **Curriculum**

At Nene and Ramnoth Schools we aim to offer an ambitious and inclusive curriculum. By building on our children's prior learning we provide a broad and balanced education for all. We find that through embedding high quality texts within our planning, we can enrich our children's language and understanding of the world around them.

This approach begins in our EYFS provision where Daycare and Reception teams work closely together to build a child led curriculum which encourages each child to develop key skills within the Early Years Framework.

For our Year 1 to Year 6 children, our teaching teams have developed an engaging curriculum which is progressive and knowledge rich. Linking to the National Curriculum, our topics provide opportunities to learn indoors and outdoors using our Outdoor Learning Field, as well as using our local area which is rich in history and different geographical environments. We feel strongly that children should develop "learning for life" skills from tasks where they build independence and resilience to group and team work challenges which build on communication and co-operation.

## **Homework**

At the beginning of each topic, teachers will share information with parents which highlights key vocabulary and knowledge which will be important to learn and understand during that term.

We encourage all children to take part in our half termly Homework Challenges. These activities are based on the topic each class is studying and cover a range of different curriculum areas. These activities encourage the children to explore our local town and area too. We have found these challenges are a great way to engage children and families alike as they learn new things together. At the end of each half term parents are invited to see our wonderful display of challenges from every class.

## **Little Owls Nursery**

Little Owls is our Nursery which is part of our Early Years Foundation Stage and caters for children from 2 to 4 years. Nursery aged children can access their 15/30 hours free entitlement here and if parents and carers prefer a more flexible arrangement of hours it is open from 8.00am to 6.00pm for 48 weeks of the year – please see their enclosed prospectus.



## **Communication With Parents**

As a school we send out regular newsletters which contain lots of key information and curriculum updates for parents. Throughout the school year we build in opportunities to visit the class your child is in, view celebrated Homework Challenges, enjoy watching children perform in class assemblies and, of course, have time in parent's evenings to discuss your child's school life with their class teacher.

If you have a particular issue you wish to discuss, you will be able to speak to an adult at the class door every morning or a member of senior staff at the school gates. If you feel you would like a longer discussion then we ask that you phone the school office and an appointment with the teacher or relevant member of staff will be made. However, we do ask that you initially address any issues with the class teacher or progress lead first.

Parents are particularly welcome and are encouraged to be involved. If you are interested in helping in any way, or you wish to know more about what we do, please contact the School Manager.

During your child's first year at school visits will be made by a Health Professional, such as the School Nurse. You will be informed by letter when your child is due to be seen.

## **Extra Curricular Activities**

Throughout the academic year at Nene and Ramnoth Schools, our learning continues beyond the classroom as we offer a wide range of extra-curricular activities, including sports, music and arts. We ensure that our clubs support all ages and abilities in both Key Stage 1 and Key Stage 2.

The clubs we offer allow pupils to experience activities they might not have the chance to access out of school. Our extra-curricular activities allow our pupils to make new friends and build social relationships. This enables pupils to develop their individual interests and also helps to develop new skills or build on existing skill sets.

## **Charging for School Activities**

We do not charge for any activities that take place in school time. However, we may ask for voluntary contributions towards special/extra activities, such as swimming or school trips.

## **Local Authority Attendance Officer**

The Education Welfare Officer, Amy Edwards, offers support with any attendance or school related problems and can be contacted on 01945 585128.

## **Early Years Intervention Family Worker**

Vicki Ellinor is our Early Years Intervention Family Worker, who is available to see in school. She can be contacted on 07795 453 526 for an informal chat or to arrange an appointment about many aspects of school life including transition and attendance.

## **Lunch and Break Times**

### **Healthy Eating**

Children may bring their own packed lunch or have a school meal. We encourage parents to consider the health requirements of growing children when preparing packed lunches. We teach children to make healthy choices with food. All school meals are low fat, sugar and salt using high fibre ingredients where appropriate. We encourage parents to provide healthy packed lunches. We always encourage good manners during lunchtime. For safety reasons, we do not allow glass bottles or cans of drink.

### **School Meals**

The universal infant free school meal entitles any child in Reception, Year 1 and Year 2 to a nutritious, hot meal in the middle of the day. Funded by the Government, the aim is to improve academic attainment and save families money. Children have the opportunity to all eat a healthy meal together at lunchtime, whilst at the same time developing the social skills of eating together. Studies suggest that young children eating a healthy meal together at lunchtime can improve social skills and encourages positive eating habits.

The same healthy menu is available for our Key Stage 2 children and the cost of a meal for a child in Year 3 – Year 6 is £2.40.

Our meals are provided by Taylor Shaw. All meals are designed to be highly nutritious and there is a choice of food everyday. Children are supported, but encouraged, to be as independent as possible, by collecting cutlery and a drink and to clear away after eating.

If your child has a special dietary requirement, you will need to complete our special diet request form and provide a letter from the GP confirming the dietary restriction. We can then inform our school meals provider who will create a menu for your child that conforms to the dietary restrictions. If however, your child has other dietary requirements, say on religious grounds, then please let us put this on the admission form and we will liaise with the catering team to ensure their needs are met.

If your child is likely to be late into school for any reason and requires a school dinner, please tell the office if at all possible, as our meals have to be ordered by 10.00am.

### **Milk and Snack**

During the morning, children in Reception, Year 1 and Year 2 are given a free piece of fruit as a snack, provided by the Schools Fruit & Veg Scheme. Children in Year 3 - Year 6 are able to bring in a healthy snack, such as a piece of fruit, from home.

While your child is under 5 in Reception, they are entitled to a free drink of milk during the morning. Milk for children over 5 in Reception and for those in Year 1 to Year 6 can be purchased online at [www.coolmilk.com](http://www.coolmilk.com)

Drinking water is always accessible in the classroom. Children are supplied with a personal water bottle at the beginning of their Reception year and subsequent bottles can be purchased from the school office priced £1.50.

### **Playground equipment.**

During break and lunchtime our children have access to a wide variety of playground equipment. Children from Year 5 have the opportunity to be a 'playground buddy'. This encourages leadership and co-operation skills. The children take responsibility for the equipment and organisation of games for other children to play. This role is supported by the lunchtime supervisors. The playground

buddies are trained to help them fulfil their role.

## **Uniform**

Uniform is extremely important in school and we encourage all children to wear the correct uniform and PE kit. Our uniform includes:

Grey trousers/skirt, white polo shirt, purple sweatshirt/cardigan.

PE kit containing a pair of trainers or plimsolls, white t-shirt, black shorts (which can be kept on their named peg in the cloakroom).

School sweatshirts, cardigans, PE bags, school bags and water bottles are available to buy in school to make things easier for parents.

Children in Reception spend a lot of time learning outdoors, whatever the weather! We would encourage you to provide a waterproof all-in-one suit and wellies that your child can keep at school.

*All items of clothing should be **clearly marked** with the child's name.*

## **Jewellery**

Children wearing jewellery of any description will not be allowed to take part in any swimming, PE or games lessons.

No member of staff is allowed to remove or look after any item of jewellery, nor are the children allowed to wear plasters to cover freshly pierced ears! We ask for your co-operation in ensuring that children do not wear jewellery on the days they will be doing swimming, PE or games.

Toys, books, games etc. may be brought to school only on special occasions e.g. birthdays, or at the discretion of the teacher.

## **Links with the Community**

Little Owls, Nene and Ramnoth School have well established links with the community whether it be inviting parents and friends to watch and share in assemblies or going out of school using local resources to enhance our curriculum. Our family learning opportunities are very well supported.

The curriculum related visits are highlights for both pupils and staff. It is always a delight to witness the pleasure, enthusiasm and good behaviour of our children. Each half term, the children will be set a 'homework challenge' which is a joint project for you and your child to complete together. The challenges are displayed in school for all parents to come and see.

All of these events and activities are an integral part of school life, extending and enriching the children's experience. We are mindful however, that they depend on help from parents and friends within the community for which we are very grateful.

## **Complaints Procedure**

If parents have a concern then they should speak with the class teacher in the first instance. If parents do not feel satisfied after this, then they should meet with the Progress Lead or a member of

the Senior Leadership Team. A copy of the Complaints Policy is available on the website or from the school office.

### **Nene and Ramnoth Privacy Notice**

A privacy notice containing the information held on your child, how it is collected and with whom it may be shared is contained in this pack. This information is also available on our website, under the 'Parents' tab, then the 'School Policies' section.